"To-Be" Gap Analysis
Final Implementation Steps

1. Gap Identification: Ownership – Survey Gap 2: Survey Records Maintenance

2. Implementation Steps:
    a. Step 1: Implement one standard land status record system based on Cadastral data which provides the legal land description, and imaged documents of historical as well as current survey data
        i. Identify functional requirements for a geo-spatial land status record system
        ii. Work with DOI CIO organization to add requirements to any existing effort underway within DOI for a land status record system based on Cadastral data
        iii. Acquire or build land status record system
        iv. Develop training on new land status record system
        v. Determine implementation plan for roll-out of system
        vi. Implement training according to implementation plan
        vii. Implement the land status record system
        viii. Populate land status record system with Indian land data
    b. Step 2: Establish survey files at field offices and image them into the land status record system
        i. Develop procedures on how and where to search for existing survey records that may be housed in agency/regional offices, county records offices and state offices
        ii. Hire temporary/summer help (local to a location) to form a project team
        iii. Train project team on procedures
        iv. Send teams to identified offices to locate survey records
        v. Compile records into one survey file to be reviewed and managed by the Cadastral surveyor
        vi. Input data into land status record system
    c. Step 3: Develop a standard automated survey service inquiry form
        i. Design a form (automated) to be used for services requested through BLM Cadastral Survey
        ii. Form information includes:
            1. Markings of area in question on a diagram
            2. The purpose of the survey service in question. Described in detail
            3. The benefit of completing a survey service (approximate dollar value of resources to be identified, trespass to be abated, or non-monetary benefit to program area, etc.)
            4. Topography and vegetative cover (optional, if known)
            5. Special needs/comments (posting required, rights-of-way to be tied to, etc.)

6. Requestor name, phone, address, office if governmental
7. Name of landowner making the inquiry

iii. Implement the use of the form throughout all offices

3. Dependencies on Business Processes:

Business Process Name	Process Name (As specified in "To-Be" Model)	Dependency Description
BRDM		
Predecessors	1. B.2.4 Transfer Inquiry/Request to Appropriate Office	1. Request for Survey Services on automated survey service inquiry form.
Successors	1. B.3 Communicate Information	1. Results of Survey Service request.
FO		
Predecessors	1. None	
Successors	1. None	
LNRP – Wide Area Plan		
Predecessors	1. None	
Successors	1. None	
LNRP - Appraisals		
Predecessors	1. None	
Successors	1. None	
LNRUM		
Predecessors	1. None	
Successors	1. None	
Ownership – Title		
Predecessors	1. None	
Successors	1. None	
Ownership – Probate		

Business Process Name	Process Name (As specified in "To-Be" Model)	Dependency Description
Predecessors	1. None	
Successors	1. None	
Ownership - Conveyance		
Predecessors	1. None	
Successors	1. None	
Ownership - Survey		
Predecessors	1. None	
Successors	1. None	

4. Dependencies on Universal Support Functions:

Universal Support Function	Dependency Description
Automated System Requirements	1. Survey Tracking System with initial inquiry form. 2. Land status record system (Geo-spatial) based on a Cadastral layer. 3. Images of plats and notes as well as GCDB data are available by Internet. 4. Automated library of previously completed Cadastral surveys, costs of surveys, and ownership information. 5. Automated check-list for review of plats and notes and reviews of contracts. 6. On-line list of policies and regulations, laws, and applicable requirements for each type of survey service. 7. Electronic Group Files.
Policies, Procedures and Regulations	1. Procedures developed on how and where to search for existing survey records. 2. All policies and procedures need to be kept electronically, chronologically, for reference on how and why a survey service was performed a certain way.
Training	1. Training for new land status record system. 2. Project team for finding survey records.
Records Management	1. Storage of electronic records. 2. Cadastral surveys, consultation and other services records, historical as well as current must be kept forever. 3. Historical record of inquiry and official requests for survey services. 4. Copies of all administrative survey records.
Risk Assessment	1. Risk associated with providing information based on erroneous data in an automated system.
Workforce Planning	1. Numbers of temporary/summer hires needed for project team. 2. Locations needing temporary/summer hires. 3. Locate a surveyor at an appropriate geographical area within Regions.
Internal Controls / Fiduciary Security	1. Geo-spatial database has security controls built in which only allows specified personnel access to given datasets (firewalls and intrusion detection software).